

Girton Parish Council

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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
Cambridge CB3 0FH

Minutes of the Girton Parish Council Meeting held at 7.30pm on Wednesday 18th March 2009 at St Vincent's Close Community Centre

Action/Pow

Present: D de Lacey (Chairman), J, Ford-Smith (Vice Chairman)(to Item 9/46), E Bullman, R. Martin,
V Godby, R. Hiley, M. Wilson, P. Starling, M Taylor (to Item 9/45), J Thorrold, R Gordon, L Sparling & C Starling.

Cllr J Reynolds (Cambridgeshire CC), and T Bygott (South Cambridgeshire DC).

In attendance: R Stone (Clerk); Mrs N Stone (PFO)

Items:

09/36 Chairman's Welcome

The Chairman thanked Councillors Clift and Ford-Smith and the Clerk for their contributions during his absence in Australia.

09/37 Apologies

Cllrs Hodginson & Clift.

09/38 Declarations of interest relating to items on the agenda

Cllrs D de Lacey and L Sparling declared a personal interest in items 95/45/2, and abstained from voting on this business item.

09/39 Public Participation session on Agenda items & matters of mutual interest

Cllr Reynolds responded to questions raised by Councillors on the cycleway between Oakington and Girton, and concerns about salt & gritting of the roads during the recent bad weather. This had been a major exercise with expenditure £300k over budget.

Cllr Bygott reported and answered questions on SCDC's Sustainable Energy briefing; his opposition to congestion charging and the boundary it would create in Girton; and his ongoing opposition to the proposed NIAB 2 site.

Cllr de Lacey, as a SCD Councillor, tabled his written report and raised his concerns about SCDC's approach to the NW Cambridge consultation on a version of the site plan that had been superseded, the way in which officers were citing the stance of Government Inspectors to justify the planning decision re NIAB 2 and the University Farm, and the lack of completion of the Wellbrook Way estate.

No reports were received from Girton Town Charity, and the Footpaths Officer.
Cllr Hiley reported that Girton Youth Works had relaunched.
Cllr Godby tabled the police report from PCSO Karen Mahoney.

No members of the public were present.

09/40 That the minutes of the meeting on 18th February 2009 be confirmed.

To be signed by the Chairman following the addition of a note requested at the previous meeting
Clerk recording thanks to Cllr Clift for chairing meetings of the Council in the absence of the Parish Council Chairman in Australia.

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09/41 Matters arising - reported as below.

Item 09/10	Letter to Andrew Lansley MP on A14	No response received to date but Mr Lansley willing to speak on A14 at APM.
09/11	Lease on St John's Field	Land agent attended meeting on 11/3. Boundary and tree issues still to be resolved but extension of lease likely.
09/15	Trimming of hedge on 10 Acre Field.	Quotation to be obtained in autumn 2009.
09/26	Proposed claypit at Grange Farm.	Letter still to be written to Cambs CC.
09/27	Architects quotes for concept & design of the village centre, including Smithy Green, Hibbert Ware Garden, and entrance to the recreation ground.	Nick Twitchett notified of successful bid. Meeting arranged by Clerk.
09/28	Exploratory works to identify source of leak on Pavilion balcony.	BSV Construction to start works w/c 23/3/2009.
09/29	Electrical works at The Pavilion following fire assessment.	Completed.
09/30	Cambridgeshire Transport Commission follow up questionnaire.	Cllr Ford-Smith has not completed this on behalf of the Council.
09/31	Black Squirrel logo.	Commissioned from artist who has since sought clarification on specification, and licensing fee.
09/33/ii	IT improvements in Parish Office.	Laptop ordered and due on 18/3. Additional items still to be ordered.

09/42 Correspondence received

Circulated to members at the meeting as summarised in the table below. The Chairman drew attention to SCDC's Housing Features document. This was not the formal offer document but a final draft, and was in his view controversial. He commended SCDC's LDF Supplementary Framework document. This contained very useful guidance on conservation, biodiversity, and listed buildings. The current NW Cambridge consultation was based on an earlier version of the plan than the one recently approved by SCDC. This was peculiar.

Cambridgeshire County Council – Local Access Forum, Waymarking, & grass cutting.	Copied to Cllr P Starling for information.
VOSA response to correspondence on Stagecoach Citi 6 service.	Cllrs to note that complaint has gone to Bus Compliance Officer.
NATS letter to advise of new consultation later this year to redraw aircraft route map.	We shall be notified of dates of further consultation.
RECAP – email notification of new waste management strategy for Cambridgeshire.	Electronic copy available in Parish Office.
A Councillors Guide to Regional Improvement & Efficiency Partnerships.	Membership led partnerships of Councils.
Housing Futures – Formal Offer Document.	SCDC offer to SCDC tenants.
SCDC LDF – Supplementary Planning docs	Referred to Planning Committee.
NW Cambridge – additional consultation	Referred to Planning Committee.
Northstowe pre boundary consultation meetings	Posters displayed on Notice boards

09/43 Finance & resource management

- i) To approve the Risk Management paper.

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The Chairman said that there may be merit in arranging a policy meeting of the Council in July to inform the budgetary process. Financial Regulations needed to be drafted and Standing Orders reviewed. Councillors were invited to make comments to the Clerk on Appendix B on Council strategies and policy papers.

Following discussion an amendment to the motion was proposed, seconded and approved "To note the Risk Management paper." The Council then voted to note the content of the paper.

ii) To approve payments for 18 February to 17 March 2009.
- Approved.

iii) To approve the Bank reconciliation.
- Approved.

iv) To note progress against budget.
- The Council noted the report.

v) To confirm the Co-operative Bank should continue as the bankers for Girton PC, and agree signatories.
- Confirmed as amended in bold at Annex A.

vi) To confirm that Girton Parish Council will continue to hold a deposit account with Cambridge Building Society, and to agree signatories.
- Confirmed as amended in bold at Annex B.

vii) To receive a short report on insurance renewal & revision of cover; and to note that the asset register is being updated.

Clerk

- The Clerk reported that the Council's insurance policy was due for renewal with effect from 1st April 2009. He would ensure that personal cover was included in the new policy as previously decided by the Council. He would also ensure that the power roller was covered as this was a condition of its donation by GTC. He had been requested to check fencing cover following recent damage at Mayfield Close. Fencing was not covered. Allianz had advised £1000 cover could be obtained for £8.92. This would be obtained. Better value may be available from a company specializing in Parish Council insurance but it was unlikely this could be obtained prior to resolution of the current insurance claim against the Council.

Cllr Thorrold had agreed to take the lead on updating the Council's Asset Register. This had not been done since 2001. Maintaining the register was an outstanding requirement from the last external audit. The updated register would be one of the considerations during future insurance reviews.

09/44 Committee Reports

Councillor Wilson reported that the S&R Committee was addressing Health & Safety reviews of the play equipment. He circulated a paper on dog control issues on the recreation ground for discussion at the next Council meeting in April. Three motions would come forward. A new fence was needed to separate the play area from the car park. A dog walking route needed to be established, and gates were needed on St John's Field.

Cllr Wilson

Councillor Ford-Smith referred to the need to establishing a 5 year project plan. Much work was required on Town End Close including re-establishing the hedge on the Woody Green boundary over three years, and erecting a noticeboard. There was a car

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parking problem on Smithy Green. Signs needed to be set up during sports games on the recreation ground.

09/45 Business item(s) requiring a decision, or consideration by the Council

1. To approve one of the bids for the 2009 –2012 Open Spaces maintenance contract.
Open Spaces Act 1906 S. 10

Bids: Paul Laston £3680; Peter Rounds £2185; Mark Thomas
(M D Landscapes) £2250

Following discussion the Council agreed to accept the quote of £2185 per annum from Grounds by Rounds with effect from 1st April 2009.

2. To approve the S&R Committee's recommendation for new storage cupboards in the hall of The Pavilion from reserve funds. *Local Government Act 1972 S.133*

Bids: M J Black £3350; Dench Construction £3520; SS Ambose (Ely) Ltd £4155;
and Kube Design Ltd £5950.

The Council approved the bid of £3350 from M J Black.

3. That the Parish Council consider, holding the Annual Parish meeting
 - i) in the main hall at Girton Glebe School
 - ii) the chairman and vice chairmen are delegated to invite speakers to the meeting and prepare an agenda.
 - iii) Confirm Andrew Lansley as a key note speaker at the meeting
 - iv) Clerk to invite village clubs, societies, neighbourhood watch, Police and other agencies.
 - v) Parish report to be published in the GPN.

The Council decided that the wording of the motion was incomplete and resolved to add the following words prior to formal consideration at Item i): "on 7th May at 7pm" after the word "School"; and to amend v) to read "GPN asked to publish the Annual Report".

Following discussion the Council approved the amended motion.

4. To approve the Environment Committee's recommendation for the drainage ditch work required around the perimeter of the recreation grounds. Clerk

Withdrawn for later submission. (*Only two quotes obtained. SOs require three.*)

5. To commit £2500 from reserves to provide a water supply for cattle at Town End
Close this calendar year. *Open Spaces Act 1906 S. 10*
Approved.

6. To consider whether to install a smoke alarm system in The Pavilion, and if so whether to accept the bid recommended by the S&R Committee, and when the alarm system should be installed. Withdrawn.

7. To approve the proposals for a Spring Walk under the auspices of the Parish Council. Approved.

8. To note that staff contracts have been approved by the Finance Committee for the Clerk, PFO, Assistant to the Clerk, and Groundsman; and that consideration is currently being given to a formal contract for our Security & Maintenance Officer.

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This motion was amended by the Council, as follows:

Clerk

“To approve the staff contracts for the Clerk, PFO and Assistant to the Clerk, and to consider the contracts of the Groundsman and Security and Maintenance Officer.”
This resolution was agreed.

09/46 Matters raised by Members including items for the next Agenda

Cllr Martin/
Clerk

Cllr Martin requested that an item on the work of the Joint Action Group on the A14 be placed on the agenda for the Council meeting; and that the issue of parking and traffic problems relating to St Colette's School should also be raised.

Cllr de Lacey raised three items:

- i) he would be attending the Energy Challenge Launch on 26th March;
- ii) the need to challenge the development of the NIAB extra site, and NW Cambridge University Farm site; and
- iii) that the Fields in Trust Committee needed to meet before the Asset Register was finalized.

09/47 Staff Leave, and proposed date for next Parish Council meeting.

Following discussion it was agreed to defer the next Council meeting until 29th April because of the absence of the Clerk & PFO on holiday.
Cllr Godby apologized that she would be unable to attend.

The meeting ended at 9.50pm.

ANNEX A

Declaration – Cooperative Bank

The following resolutions were passed at a meeting of the Parish Council held on 18th March 2009.

It was resolved that:

1. The Cooperative Bank plc shall continue as our bankers in accordance with our original application.
2. the Bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the accounts and service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the accounts signatories Section 6b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account to be overdrawn) and requests or instructions in writing concerning the account, our affairs or property (including the opening of new accounts, the arranging of facilities and creation of security)
3. the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft,

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- providing that such documents are signed in accordance with the specimen signatures shown in the account signatories section 6b
4. the Bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the account signatories section 6b
 5. the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions
 6. the Bank shall be sent a copy of any changes in our Constitution/Rules/Memorandum and Articles of Association/Regulations or Bye Laws
 7. the Bank shall be notified in writing of any change of Directors/Partners/Members/Trustees
 8. the Bank shall be notified in writing of any change of official authorised to sign on our behalf
 9. the Bank shall otherwise continue to operate our accounts in accordance with the business account mandate
 10. the Bank shall be notified in writing of any overall change of control in the business
 11. all signatories to the account are aged **18 16** or over

Account signatories:

P Starling, D de Lacey, M Wilson, R Gordon, N Stone

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ANNEX B

Declaration – Cambridge Building Society

1. We understand that this is a deposit account and does not convey membership or voting rights within the Society.
2. We agree to the terms and conditions of the account and we agree to be bound by the Society's rules.
3. We certify that at the meeting of the Parish Council held on 18th March it was agreed that the Parish Council would continue its account.
4. We confirm that a signed copy of the Minutes of the meeting referred to above will be forwarded to the Society.
5. We declare that the total sum invested with the Society will not exceed £500,000 without the Society's prior written approval.
6. The Society is authorised to accept **any ant** 2 of the following signatories as a discharge for withdrawals:

P Starling
D de Lacey
M Wilson
R Gordon
N Stone

The account is to be annotated so that no cash withdrawals can be made.

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